Skill Matrix

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Skill Matrix by Job Role

	Role	Project Management	Leadership	Financial Acumen	Six Sigma	Help Desk Software	PC Hardware	PC Software	Customer Service	Written Communication	Presentation
Joe Smith	Supervisor		X	X					X	X	X
Sally Johnson	Technician					X	X	X	X		
Susan Jones	Technician					X	X	X	X		
Alex Taylor	Technician					X	X	X	X		
Sandra Day	Technician					X	X	X	X		
Frank Wright	Analyst	X		X	X	X	X	X	X	X	X
Jane Doe	Quality Engineer				X				X	X	X
Barbara Steel	Project Manager	X	X	X					X	X	X

X= Critical To Role   ● **Basic Skill**   ● **Advanced Skill**   ● **Needs Training**

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Skill Matrix by Score Level

Score	Skill Level	Description
5	**Expert**	› Fully Capable & Experienced › Sought for help by other Departments
4	**Proficient**	› Capable & Experienced › Demonstrated Proficiency
3	**Demonstrating**	› Able to perform at a basic level
2	**Basic**	› Limited in ability or knowledge › Cannot perform for critical tasks
1	**None/ Low**	› Unable to perform

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Skill Matrix in IT Industry

Name	Role	Network Services	Application Design	Interface	Project Management	Analysis	Reports Design
Grace Broge	BI Expert	2	4	4	3	4	5
Omar Janely	Network Engineer	5	2	2	2	2	3
Paulina Kordus	PMO	3	2	3	5	5	4
Anand Naik	Application Security	4	2	2	3	2	1
Vittorio Vaile	Analyst	2	2	3	1	5	4
Raul Decurt	Trainer	2	1	1	4	4	2

Legend

1	2	3	4	5
Basic	Novice	Sufficient	Advanced	Expert

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Bubble Chart

Product 01

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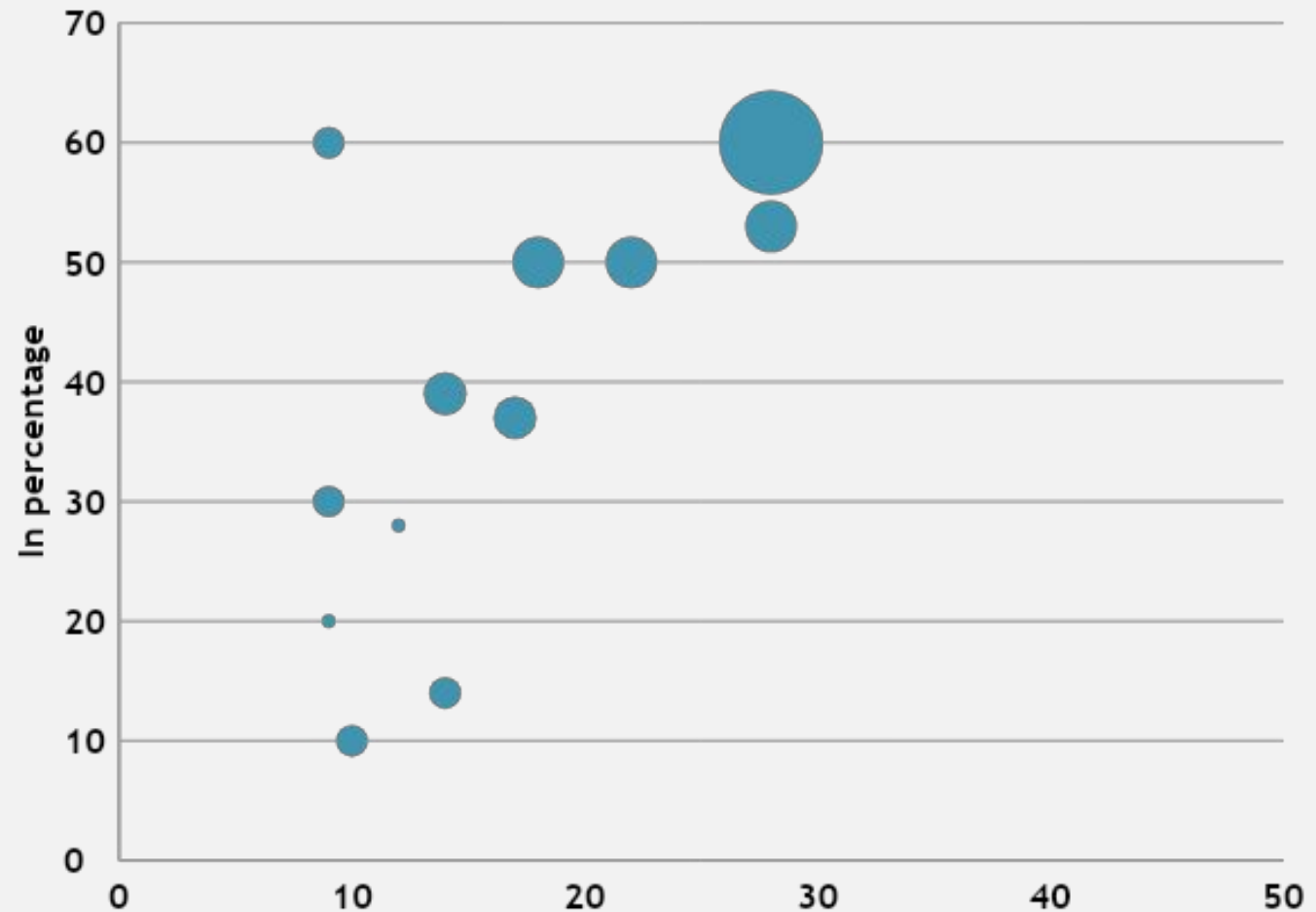
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➔ **A skills matrix** is a framework for mapping employees' talents and levels.

➔ It's a grid with information on available skills and their evaluation.

➔ It is used to manage, plan, and track existing and desired abilities for a position, team, department, project, or firm as a whole.

Competency Team Skill Matrix

	Team Member A	Team Member B	Team Member C	Team Member D	Team Member E	Team Member F	Team Member G	Team Member H
Competency 1	5	1	3	3	1	4	3	2
Competency 2	4	4	-	2	2	4	3	4
Competency 3	3	2	1	3	-	2	-	3
Competency 4	4	1	4	4	1	4	5	3
Competency 5	4	3	3	4	-	2	1	4
Competency 6	5	5	4	3	-	2	3	5
Competency 7	5	4	1	5	1	3	5	1
Competency 8	4	3	5	1	2	-	4	1

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➔ **A business intelligence analyst**, also known as a BI analyst, uses data and other information to help organizations make sound business decisions.

Team Member Skill Matrix

Team Member	Role	Six Sigma	Microsoft Office	PC Hardware	Infrastructure	Text Here
Trevor Janes	BI Analyst	Advanced	Competent	Basic	Basic	Advanced
Maria Suttkey	Python Programmer	Basic	Basic	Advanced	Basic	Trainer
Nero Crowley	BI Analyst	Advanced	Advanced	Basic	Basic	Advanced
Ozzy Mainbach	Server Technician	Basic	Advanced	Trainer	Competent	Basic
Seth Sirkin	PMO	Advanced	Trainer	Basic	Basic	Basic
Lousia Kent	Python Programmer	Basic	Advanced	Advanced	Basic	Trainer
Hector Iniesta	Java Programmer	Competent	Competent	Basic	Basic	Competent

Legend			
Basic	Advanced	Competent	Trainer
Requires Basic Training	Requires Adv Training	No Training Necessary	Expert Level

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➔ **A competency matrix** is a management tool created for small and large organisations to measure and comprehend a workforce's skills.

➔ It promotes real skill management practise and, as a result, returns benefits to the organisation.

Skill Matrix with proficiency level

	Bill		Mary		Sue		Ed	
	Proficiency	Interest	Proficiency	Interest	Proficiency	Interest	Proficiency	Interest
Technical Writing	(0,0)	0	(0,0)	0	(3,2)	1	(0,0)	1
Legal Search	(0,0)	1	(0,0)	1	(0,0)	0	(3,3)	0
Graphic Design	(3,3)	1	(0,0)	0	(0,0)	1	(3,3)	1
Questionnaire Design	(1,0)	0	(0,0)	0	(0,0)	0	(0,0)	1

Proficiency Rating is Expressed as (X,Y) where   X = Person's level of skill or knowledge

Y = Level of responsibility applying the skill or knowledge

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FAQs

How do you make a Skill Matrix?

➔ Determine the abilities required to finish a project.

➔ Determine each team member's current skill level.

➔ Rate the level of interest in a skill of each team member.

➔ Use the information from the skills matrix to identify any skills that are missing.

What exactly is an HR skill matrix?

➔ A skill matrix is a graphical tool used in human resources to assess employees' abilities, knowledge, and experience.

➔ The matrix categorises your employees' skills as needed for different roles.

➔ It is made up of a table that outlines the abilities that employees must learn in order to fulfil specific job functions.

What exactly are skill matrix factors?

➔ Tightly coupled.

➔ Dynamic.

➔ Updated automatically.

➔ Consistent.

➔ Extremely scalable.

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